

Contract Worker

Job Description

Characteristics of Work:

This position will perform front desk operations including admissions, group tours and field trip reservations. Worker will work at the front desk of the Museum as well as at the Museum General Store. Performs all duties required by the reporting supervisor. Contract Worker must be able to handle all daily functions and assisting others. Contract Worker will be assigned data entry for the Museum accordingly.

Perform administrative duties assigned by the Director or Deputy Director.

Support a collaborative work environment within project teams and with all Museum colleagues to ensure quality experiences according to the Museum's mission and vision.

Examples of Work:

1. Responsible for operations of the front desk including customer service, admission, completing daily deposits and daily activity reports.
2. Maintaining accurate and up to date attendance data, mailing database for visitors, teachers and other groups as required.
3. Assist with accounting, purchasing and revenue/expense reports.
4. Sale and coordination of museum tour group and field trip reservations.
5. Assist with rental building contract negotiations and customer requests.
6. Assist with tours, educational presentations and special events and program development.
7. Assist the Director of Collections with data entry or collections management tasks.
8. Other duties as assigned by Director and/or Deputy Director.